

Using Self-Service, besides viewing your paycheck and changing Benefit information, you can change your Personal Information, addresses and contact information, and your Payroll and Compensation information, such as Direct Deposit and W4 Information.

View Self_Service Information

<http://psw.restaurantconcepts.com:8888/psp/HR891PRD/?cmd=login>

First time users should follow these steps to login:

- Step 1: Enter your User ID (User ID = initial of first name (lower case) + last name (lower case) + last four digits of your social security number)
For example: John Smith, whose social security number is 123-45-6789, should use jsmith6789 as his User ID.
- Step 2: Enter your Password (Password = 8 digit date of birth) *always include zeroes*
For example: John Smith, whose date of birth is January 2, 1969, should use 01021969 as his Password.
- Step 3: You will be prompted to change your password for security reasons. After changing your password click on “Change Password”. Click “OK”.
- Step 4: Click on Sign-out in the top right-hand corner, this will take you back to the Login screen for you to log in with your new password.
- Step 5: Click on “My System Profile”. Click on “Change or Set up Forgotten Password Help”. Select one of the questions from the questions drop down box and then enter your answer. Select “OK”.
- Step 6: Click on “Edit E-mail Address” and enter your valid personal e-mail address that you use. Select the type of e-mail and select “OK”.
- Step 7: From the main screen of “My System Profile”, select “Save”.
- Step 8: Remember or write down your password and your respective answer to the security question. In future if you forget the password, this set up would help send the new password to the email address that you have entered. If this is not setup the system won't be able to send you the new password. Calling to have your password reset will delay your access time.
- Step 9: Click on “Self Service”.
- Step 10: Make your choice under either “Personal Information” or “Payroll and Compensation”

The system will prompt you to change your password every thirty (30) days. You will also get warning for 10 days that your password would expire; however, you are provided the ability to change your password at any time. Click on the hyperlink “Change My Password”.

If you have forgotten your password, or if you have any questions regarding the setup and still can't login contact your Payroll Specialist at (800) 955-0586.